

Town of Nantucket  
**NANTUCKET MEMORIAL AIRPORT**  
14 Airport Road  
Nantucket Island, Massachusetts 02554

Noah J. Karberg, Airport Manager  
Phone: (508) 325-5300  
Fax: (508) 325-5306



*Commissioners*  
Arthur D. Gasbarro, Chairman  
Andrea N. Planzer, Vice Chair  
Anthony G. Bouscaren  
Jeanette D. Topham  
Philip Marks III

**AIRPORT COMMISSION MEETING**  
**June 20, 2023**

The meeting was called to order at 5:00 pm by Chairman Arthur Gasbarro with the following Commissioners present: Anthony Bouscaren, Andrea Planzer, and Philip Marks III.

This meeting was conducted remotely by video conference via Zoom app and posted after the meeting on the Town of Nantucket YouTube Channel.

Airport employees present were: Noah Karberg, Airport Manager, Preston Harimon, Assistant Airport Manager, Boyana Stoykova-Nelson, Office Manager, and Vilina R. Ilieva Administrative Assistant.

Also present: Philip Cox, CHA Companies, and Rich Lasdin (MJ).

Mr. Gasbarro read the Town's virtual meeting statement.

Mr. Gasbarro announced the meeting was being audio and video recorded.

Mr. Gasbarro asked for comments on the Agenda; hearing none, the Agenda was adopted.

Mr. Gasbarro asked for comments and concerns on the 05/09/23 Draft minutes; hearing none, the Draft Minutes were adopted by unanimous consent.

Ms. Planzer made a **Motion** to ratify the 05/10/23 and 05/24/23 Warrants **Second** by Mr. Bouscaren and **Passed** by the following roll call vote:

Ms. Planzer - Aye  
Mr. Bouscaren - Aye  
Mr. Marks - Aye  
Mr. Gasbarro - Aye

**Public Comment:**

None.

**062023-01 Nantucket Flying Association Special Permit Application and Fee Waiver Request:**

Mr. Karberg reviewed the packet item to notify the Commissioners and public attendance for the special event application for the NFA summer camp. That included requesting fee waivers for the event guests and pilots. Mr. Karberg supported the event saying that is appropriate for the community. The Nantucket Memorial Airport is looking forward to working with NFA.

**Public Comment:**

None

**061323-02 Tenant Food Truck Proposal Discussion:**

Mr. Karberg shared that the Airport Administration has been approached by Airport Gas, who have the idea of operating a food truck on their property. They are looking for Mr. Karberg's approval before they approach Town requirements. Mr. Karberg has some concerns related to parking, trash, and revenue sharing and the tenants must understand that point of concern. Mr. Karberg would like to move forward on a temporary basis and wanted to give the Commission an opportunity to examine that soon.

**Hearing None**

**021423-04 Hanger 8 Discussion**

Mr. Karberg provided an update: The Hanger contains about 2,000 SF of usable equipment storage space. Mr. Karberg contacted a representative of Hagedorn Aviation. They would be interested in discussing an aeronautical use involving a building conversion of a full hanger. Mr. Karberg thoughts are that the Hanger needs cleaning, new floor covering, and painting if it will be used for a non-aviation purpose. For aviation use, it will require the installation of a new Hanger door to replace the roll-up door. Further discussion with Hagedorn Aviation will continue.

Commissioner Marks III made a comment and shared an idea for an opportunity for the Hanger space to be used for a General Aviation training facility or a Flying association. In answer to that, Mr. Karberg thinks there are certainly two items that are important. In detail, the Airport should make a request for expressions of interest where the Airport can evaluate them based on criteria, and another aspect will be the Hanger to be rented.

**Public Comment:**

None

**061323-03 LIUNA Memorandum of Agreement approval:**

Status – Pending

**061323-04 Non-Union Employees COLA Discussion:**

Status – Pending

**061323-05 DPW Presentation for 10 Sun Island Road:**

Mr. Karberg announced that the Airport received a presentation from DPW Consultant regarding potential relocation of the Town's DPW facility. Mr. Karberg's opinion on that matter is that the land is airport - obligated to the FAA, and the market value is primary. The 5 acres represent a long-term financial value. There is an option, which could be a Town renting from the Airport, or there is an option with pro-forms. The last one was in 2021.

The Airport will continue to communicate to find the right points.

### **Hearing None**

**Pending Leases/Contracts** -Mr. Karberg presented Exhibit 1 for approval of the following contracts, leases, contract amendments.

- ➔ **Blade Urban Air Mobility, Inc.** – Lease Amendment No. 3 to renew the Lease for an additional one year.
- ➔ **One Scene, LLC** – Contract for Inspection, Maintenance, and Service of 3 ARFF Vehicles and 10 Nantucket Fire Department Trucks in the amount of \$242,272.
- ➔ **McFarland – Johnson Inc.** – Contract Amendment No. 1 for South Apron Expansion in the amount of \$219,000.
- ➔ **McGovern Municipal HQ** – Contract Amendment No.1 to extend the contract. No cost change order.

Commissioner Marks asked a question for the Contract regarding the Maintenance and Service of the ARFF Trucks. Is that a fixed amount or an estimated amount for three vehicles? Mr. Karberg answered that it's a not-to-exceed amount and was an Invitation for Bid not Request for Proposal. That is the amount needed to serve all those vehicles. This is the second-lowest bid of the three total. The Airport will pay only for Maintenance and Service of the three vehicles, the rest will be paid by the Town.

Mr. Bouscaren made a **Motion** to approve the leases, contracts and contract amendments as set forth in Exhibit one (1). **Second** by Ms. Marks and **Passed** by the following roll call vote:

Ms. Planzer – Aye  
Mr. Bouscaren – Aye  
Mr. Marks – Aye  
Mr. Gasbarro – Aye

**Pending Matters** – Mr. Karberg reported on:

- a. **091019-01** Capital approval Process/Home Rule Petition
- b. **071420-03** Per and Polyfluoroalkyl Substances (PFAS) Investigation Update
- c. **050923-01** Crew Quarters Project
- d. **062023-06** South Apron Expansion Project

Mr. Karberg reviewed the Capital approval process and Home Rule Petition. The Airport and Town are trying to schedule a meeting to discuss the process for utilizing the home rule petition.

Per and Polyfluoroalkyl Substances (PFAS) Investigation update - Mr. Karberg announced that 545 samples have been taken from 80 individual wells. Two additional homes were connected to Town water in May, for a total of 28 residences. The IRA Status Report update is due in late August. This may be the final IRA status update required by the Airport Phase two work. There is an expectation in July for deep well drilling from a professional firm. The PFAS Water Service Policy, which was adopted in 2022, continued the provision of bottled water to those residences. The Town has moved forward with their Water main extension project. There will be easier connection process upon the Town water and those residences.

There are 3-4 F3 products submitted for testing. The FAA and AAAE both expect that an F3 foam could pass testing and be available on the Qualified Product List (QPL) late this summer or early fall. That doesn't mean that ACK will be ready to adopt and implement it because of the numerous steps along the way.

### **Hearing None**

Crew Quarters Project – Mr. Karberg gave the opportunity to Mr. Phil Cox to present the changes.

Mr. Cox shared the drawing for the current overview of what they've been working on. The drawing developed an additional area in the basement that can access it a little easier. The First Floor hasn't changed very much. All the suites are accessible according to Americans with Disabilities regulations. The living area is open with stairs to the basement which will give more space. The kitchen is maximized to two refrigerators and accessible washer and dryer. One bedroom apartment on the main floor is included in the plan. A basement apartment may incorporate into the actual plan that will be put out for bid.

Mr. Karberg gave an update on the project before Mr. Lasdin's discussion. This is a mixed project with Grant and Airport share funding. One of the items related to this project is Soil: FAA will pay to move into the berm the existing soil within the footprint of the berm. Due to recent changes in the ramp pavement box, more soil is expected. The Airport will continue to proceed with full berm design and construction even if there is a cost.

Existing catch basins on the South Ramp need to be replaced.

Eight existing light fixtures between the ARFF station and Taxiway Juliet are past their lifetime. The Airport will reflect two Noise Monitoring Stations. The location will be at the Ramp.

The Airport is drafting a construction safety and phasing plan that may make the entire area a landside project with access through gate 30B.

Operations Plan Draft, Mr. Karberg will continue to update the design plan drawings.

Mr. Lasdin made a presentation and review on the 60% Design drawings for the Construction of South Apron Expansion. The graphics are included in the packet.

**050923-04 Ratify MassDOT Grant Award AIP-80 – Update Airport Master Plan Study - \$44,340**

Mr. Bouscaren made a **Motion** to approve the Grant Award. **Second** by Ms. Marks and **Passed** by the following roll call vote:

Ms. Planzer – Aye  
Mr. Bouscaren – Aye  
Mr. Marks – Aye  
Mr. Gasbarro – Aye

**050923-07 3<sup>rd</sup> Quarter Report FY23**

Mr. Karberg reviewed the end of FY23 3<sup>rd</sup> Quarter: The Airport settled \$21M in revenue against \$13M in expenses for a project fund balance of \$12M. That is very close to Quarter 2 where the Airport stood \$19M in revenue, and 10M in expenses, with a project fund balance of \$5M.

**061323-05 General Fund Repayment Proposal and Discussion of In-Kind Service**

Mr. Karberg would like to make an additional principal payment of \$500,000. As the Airport did that last year, which will generate some commissioner discussion. This recommendation is based on available funds. The Airport won't be able to prepay other existing bonds with higher interest.

**No formal Vote**

**Manager's Report-** Mr. Karberg reported on:

**Project Updates – AIP**

- **Taxiway Echo (TW E)** – Final documentation close up.
- **Taxiway Golf (TW G)**. – Completed for the season. Will regroup in Fall for Phase 2.
- **Master Plan – Completing the revised forecast.**
- **Geometry Project** – The Airport reviewing alternatives for Taxiway and Runway high speed crossing.
- **HVAC** – Completed.
- **Southwest Ramp Expansion.** – Previously discussed at the meeting.
- **Runway 624 Project** – This is a project scheduled to begin in 2026. Internally following our consultant selection in August.
- **Terminal Optimization** – The Airport received two proposals and awarded McFarland Johnson.
- **ARFF Truck – index change** – The Airport received Approval from FAA for Index change for ARFF Truck and ARFF Equipment.

- **South Shore Fence** – Awarded to McFarland Johnson with a three-year Contract.

### **Project Updates – Non-AIP**

- **Crew Quarters.** Previously discussed at this meeting.
- **Town of Nantucket Surfside Area Water and Transportation Group** – The airport continues to coordinate meetings and share project updates between Town and Airport projects.
- **Hanger Development** – Previously discussed at this meeting.
- **Lightning Arrestors** – There is no update at this meeting.
- **Right of Way Research** – Airport met with PLUS Department to set out a process to extinguish the old Paper streets for Old South Road and Hinsdale. (No update at May Commissioner Meeting).
- **Standard Passenger Plan** – Mr. Karlberg announced that the Airport drafted internal protocols and submitted them to the Airlines.

### **RFP/Bid Status:**

- The Airport is considering a special meeting for June for an on-call contract.
- **IFB for Automatic Doors** – The Contract was awarded to Allegion Access Technologies.
- **AFB ARFF Vehicle Maintenance, Repair and Service** – Contract was awarded to Global ARFF and approved earlier at this meeting.
- **RFQ for Terminal Optimization Project** – This Project is in the negotiations stage.
- **IFB for Landscaping Maintenance Service** - Received three (4) bids and all bids were rejected.
- **RFQ for Engineering and Planning** – Consultant’s rate to be structured and new contract will be created.
- **RFP for J&K Lots** - Permitting has been finished and appraisal is completed.

### **Operations Update**

- The FAA Inspection is from 05/30/23 to 06/01/23. Mr. Karberg reported for successful inspection.
- Nantucket Oasis Lease – The Airport is working on lease access item.
- Statue Park – Airport staff are working to improve the grass.
- Fuel Supply - the Airport has scheduled an additional delivery.
- Air service – United Airline began and, American Airlines starts service on June 23<sup>rd</sup>.
- Summer outdoor boarding tent – The tent is up and operational.
- FAA has approved the Airport staffing changes and.

Commissioner Gasbarro had a question about the Impound Lot. Mr. Karberg responded that the Airport received a draft appraisal and it’s under review.

**Statistics** – Mr. Karberg reviewed the April 2023 Statistics:

- For April Operations total down is 13.7% and down 10.8% FYTD.
- SW ramp operations are down 24% in April.
- Enplanements are down 34% from April and up 0.85% FYTD.
- Cape Air Service FY 2022 – FY20223
  - Boston 2% increase in Enplanements Passenger.
  - New Bedford 20% increase.
  - Hyannis 79% down.
  - Martha’s Vineyard 3% down.
- Jet A Gallons are down 33 % from April 2022 and increase to 2.00% in May.
- 100 Low Lid increased 8% in April and increased to 15% in May.
- Freight is down 19.8% in April.
- Cape Air Freight down in April. UPS, FedEx and US Mail down in April.
- 2 Noise complaints for April 2023.

**Personnel Report-** Mr. Karberg reported on:

- Todd Worth has accepted a Mx Airport II Sr. Operator. Mr. Worth is transferring from Wastewater.
- The Airports is still short on seasonal positions.

**Commissioners’ Comments.**

Mr. Marks noticed that the Airport won’t be able to switch to no lead for the fuels. Mr. Marks’s opinion is that the Airport must continue to carry both fuels if the Airport is capable of doing that.

Mr. Karberg responded that the Airport has a membership with AAA, and they are doing a great job of representing the industry they’re involved in. The Airport is in position to add a 20,000-gallon tank to ground storage or above from AAA.

**Public Comments**

**None.**

Having no further business for Open Session, Mr. Bouscaren made a **Motion** to go into Executive Session, under G.L. Chapter 30A, Section 21A, not to return to Open Session, to review Executive Session Minutes as enumerated on the Agenda; Clause 3: To discuss strategy with respect to collective bargaining. Clause 3: To discuss strategy with respect to the litigation regarding Walsh where the Chair has determined that an open session may have detrimental effect on the litigating position of the Airport Commission. **Second** Mr. Marks and **Passed** unanimously, by the following roll-call vote:

Ms. Planzer – Aye  
Mr. Bouscaren – Aye  
Mr. Marks – Aye  
Mr. Gasbarro – Aye

The meeting adjourned at 6:23 pm.

Respectfully submitted,

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Vilina R. Ilieva, Recorder

**Master List of Documents Used:**

06/20/23 Agenda including Exhibit 1  
05/09/23 Draft Minutes  
05/10/23 Warrant Approvals  
05/24/23 Warrant Approvals  
Nantucket Flying Association Special Permit Application and Fee Waiver Request  
Tenant Food Truck Proposal Discussion  
Hanger 8 Discussion  
LIUNA Memorandum of Agreement approval (Pending)  
Non-Union Employees COLA Discussion (Pending)  
DPW Update Presentation for Sun Island Road  
Blade Urban Air Mobility, Inc – Lease Amendment  
On Scene, LLC – Contract  
McFarland-Johnson Inc. – Contract Amendment  
McGovern municipal HQ – Contract Amendment  
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